

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

Classification: **Student Assistant**
\$8.13-\$10.83 (hourly rate)
Intermittent

Location: Department of Veterans Affairs
Marketing
1227 O Street
Sacramento, CA 95814

Who Should Apply:

Only those who are currently enrolled in a community college, state college, university, or an accredited school should apply. Sealed official transcripts are a requirement and must be mailed, or hand carried, directly to the address below. Opened transcripts will not be accepted under any circumstances.

Department Specific Information:

- Low cost parking located in very close proximity to the CDVA building.
- One block from light rail station.
- Free on-site exercise facility.

Duties and Responsibilities:

Under the general direction of the Marketing Manager, the incumbent performs duties that support the California Department of Veterans Affairs (CDVA) Marketing Program and or CDVA special projects:

- Assists Marketing Unit staff in the update of the design of the Department's website and in performance of special projects. Distribute mail, assist in duplication of materials, maintain inventory of marketing supplies.
- Distribute marketing and special project documents, ads and brochures. Prepare packets of literature that support the various CDVA programs and special projects.
- Provide support for the individual responsible for procurement and purchase of the CDVA marketing materials.

Desirable Qualifications:

- Must have experience and show examples of web design.
- Ability to speak and write effectively; to work cooperatively and independently; to Maintain good working relationships.
- Exercise a high level of initiative and strong computer skills.

How to Apply:

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 O Street, Room 402
Sacramento, CA 95814

Attn: Juanita Rios-Ref M80# 078-06/07

Inquiries:

Voice: (916) 653-1984
TDD: (916) 653-1966

Final Filing Date: UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNO: 831-491-4870-902

RELEASED: 3.16.07